..:July 2015:..

Course	Description	Target Audience	Date	Location	How to Register
FMLA Briefing	Come and learn about leave covered by the Family and Medical Leave Act (FMLA). The course will cover eligibility, substitution of paid leave, and the medical documentation necessary.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Wednesday, July 22 10:00am - 11:30am	HCHB 7855	Click here to register in CLC

..:August 2015:..

Course	Description	Target Audience	Date	Location	How to Register
Retirement Planning Seminar	This comprehensive class will focus on the employee's Federal benefits and options at retirement, along with financial, tax and estate planning concerns.	CSRS & FERS employees within OS; BIS; EDA; ITA; MBDA; NTIA	Tuesday, August 4 - Wednesday, August 5 9:00am - 4:00pm	HCHB 6057	Click here to register in CLC
Reasonable Accommodations For Managers	Come and learn about how the Rehabilitation Act of 1973, requires Federal Agencies to provide accommodations to employees with disabilities.	Managers within OS; BIS; EDA; ITA; MBDA; NTIA	Thursday, August 6 1:00pm - 2:00pm	HCHB 7855	Click here to register in CLC
Reasonable Accommodations	Come and learn about how the Rehabilitation Act of 1973, requires Federal Agencies to provide accommodations to employees with disabilities.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Wednesday, August 12 10:00am - 11:00am	HCHB 7855	Click here to register in CLC
Documenting Your Performance Accomplishments	Personnel learn how to document their accomplishments as well as their impact on the organization in accordance with their critical elements.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Thursday, August 13 10:00am - 12:00pm	HCHB 7855	Click here to register in CLC
New Timekeepers Training	New timekeepers learn how to navigate use the WebTA system.	All New Timekeepers	Wednesday, August 19 9:00am-12:00pm	HCHB 6872	Click here to register in CLC
Documenting Your Performance Accomplishments	Personnel learn how to document their accomplishments as well as their impact on the organization in accordance with their critical elements.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Thursday, August 20 10:00am - 12:00pm	HCHB 7855	Click here to register in CLC

..:September 2015:..

Course	Description	Target Audience	Date	Location	How to Register
Tying Performance to Critical Elements, Metrics, & Measures	Supervisors will learn how to tie performance appraisals with critical elementws, performance measures and metrics to provide practical guidance on appraising performance.	Managers within OS; BIS; EDA; ITA; MBDA; NTIA	Wednesday, September 9 10:00am - 12:00pm	HCHB 7855	Click here to register in CLC
WebTA FY Year end Training	Timekeepers will learn how to utilize WebTA in preparing for the end of the fiscal year.	All Timekeepers	Wednesday, September 16 10:00am - 12:00pm	HCHB 6872	Click here to register in CLC

For questions about the DOCHROC sponsored training seen here please contact: Anesia Robinson at:
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